

**THE WOODLANDS TOWNSHIP  
BOARD OF DIRECTORS  
WORKSHOP MEETING  
FEBRUARY 17, 2011  
MINUTES**

**THE STATE OF TEXAS   §**

**COUNTIES OF HARRIS & MONTGOMERY   §**

The Board of Directors of The Woodlands Township met in regular session, open to the public, on February 17, 2011, posted to begin at 7:30 a.m. The workshop session was held in a meeting room at the Office of The Woodlands Township, Board Chambers, 10001 Woodloch Forest Drive, Suite 600, The Woodlands, Texas, within the boundaries of The Woodlands Township.

**DIRECTORS PRESENT:** Chairman Tough, Vice Chairman Lloyd Matthews, Secretary Claude Hunter, Treasurer Ed Robb, Director Nelda Blair\*\*, and Director Tom Campbell

**DIRECTORS ABSENT:** Director Peggy Hausman;

**STAFF/ADVISORS:** Don Norrell, President/General Manager, John Powers, Assistant General Manager Community Services, Monique Sharp, Assistant General Manager of Finance & Administration, Fire Chief Alan Benson, Susan Welbes, Director of Human Resources, Nick Wolda, Director of Community Relations/CVB President, Miles McKinney, Legislative Affairs & Transportation Manager, Karen Dempsey, Management Analyst, Mary Connell, Manager of Community Relations, Mike Page and Bret Strong, Legal Counsel

**CALL TO ORDER:**

Chairman Tough called the workshop session to order at 7:30 a.m. and declared that notice of this meeting was posted 72 hours in advance at the Courthouses of Montgomery and Harris Counties and inside the boundaries of The Woodlands Township at the office building located at 10001 Woodloch Forest Drive, Suite 600, The Woodlands, Texas. As there was a quorum of members present, the Board proceeded to conduct business.

The Chair then selected, by random draw, the order in which to receive presentations from three governance planning consultants. H.R. Green was selected to present first, Knudson was selected to present second and Partners for Strategic Action, Inc. was selected to present third. Chairman Tough informed the Board that the interview process would begin at 9:00 a.m.

\*\*Indicates arrived late

Board of Directors  
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**Note:** Director Blair arrived at this point in the meeting.

**CONSIDER AND ACT UPON ADOPTION OF MEETING AGENDA:**

Chairman Tough called for a motion and second to adopt the agenda.

**MOTION:** Motion by Secretary Hunter; second by Vice Chairman Matthews

**MOTION:** Director Campbell moved to take Regular Agenda item #7 (resident concern regarding property tax issues) out of order and place it before the Consent Agenda; second by Secretary Hunter

**VOTE:**       **Ayes:** Chairman Tough  
                    Vice Chairman Matthews  
                    Secretary Hunter  
                    Treasurer Robb  
                    Director Blair  
                    Director Campbell

**Nays:** None

**Abstentions:** None

**Absent:** Director Hausman

**ACTION:** Motion passed unanimously.

**RECOGNIZE PUBLIC OFFICIALS:**

There were no public officials in attendance.

**PUBLIC COMMENT:**

- Jennifer Real-TexCom project and waste disposal injection wells
- Beverly Spotswood-Grogan's Mill Bridge
- Claude Hunter-Pedestrian overpass on Grogan's Mill Road (handout material)
- Phil Ulrich- TexCom project and waste disposal injection wells
- Steve Schoger-Bicycle Friendly Community (agenda item #11-left prior to presentation of item)
- Ronald Keichline-Bicycle Friendly Community (spoke during item #11 on the Regular Agenda)

**Public Comment Rosters and handout material are attached hereto collectively as Exhibit "A".**

**Note:** The following item was taken out of order:

**Receive and discuss a resident concern regarding property tax issues:**

Chairman Tough directed Board members to information in their briefing materials regarding this item. Next, the Chair called on David Oseng, a resident of The Woodlands Township, who asked to make a presentation to the Board regarding property taxes. Mr. Oseng provided handout material to the Board and then proceeded to present his concerns. Board discussion followed. Chairman Tough then thanked Mr. Oseng for his presentation. This item was for information sharing.

**The Executive Summary and Memorandum for the above item are attached hereto collectively as Exhibit "B". Handout material from Mr. Oseng is attached hereto as Exhibit "C".**



**RECEIVE AND CONSIDER THE POTENTIAL CONSENT AGENDA:**

*(This agenda consists of non-controversial or "housekeeping" items required by law that will be placed on the Consent Agenda at the next Board Meeting and may be voted on with one motion. Items may be moved from the Consent Agenda to the Regular Agenda by any Board Member making such request.)*

**Receive and consider approval of the minutes of the January 20, 2011 Board Workshop, January 26, 2011 Regular Board Meeting and January 26, 2011 Town Hall Meeting of the Board of Directors of The Woodlands Township;**

Chairman Tough asked the Board to review the minutes in preparation of the February 23, 2011 regular Board meeting. There were no corrections or additions made to the above minutes. This item will be brought forward to the February 23, 2011 regular Board meeting for consideration and action under the Consent Agenda.

**Receive and consider a recommendation from the Audit Committee to accept the Hotel Occupancy Tax Agreed-Upon Procedures Report for 2009;**

Monique Sharp provided a summary of this item with a recommendation that the Board accept the recommendation from the Audit Committee to accept the Hotel Occupancy Tax Agreed-Upon Procedures report for the year ended December 31, 2009. Ms. Sheri Bell with Karlins and Ramey was then called on to answer questions from the Board. This item will be brought forward to the February 23, 2011 regular Board meeting for consideration and action under the Consent Agenda.

**Receive and consider a recommendation from the Audit Committee to accept the Convention Center Booking and Blocking Agreed-Upon Procedures Report for 2009;**

Monique Sharp provided a summary of this item with a recommendation that the Board accept the recommendation from the Audit Committee to accept the Convention Center Booking and Blocking Agreed-Upon Procedures report for the year ended December 31, 2009. Ms. Sheri Bell with Karlins and Ramey was then called on to answer questions from the Board. This item will be brought forward to the February 23, 2011 regular Board meeting for consideration and action under the Consent Agenda.

**Receive and consider award of bid for Waterway Square maintenance services;**

John Powers provided a summary of this item with a recommendation that the Board award Progressive Commercial Aquatics the bid for fountain maintenance services defined in Package A, 24/7 tech support and the per-hour unit costs and material markup as presented in the Bid Tabulation for a 22-month term and authorize the President/General Manager to execute a service agreement. Board discussion followed. This item will be brought forward to the February 23, 2011 regular Board meeting for consideration and action under the Consent Agenda.

**BRIEFING ITEM: The following briefing item was taken out of order.**

**Receive an update from Jim Stinson, General Manager of The Woodlands Joint Powers Agency, regarding the Texas Commission on Environmental Quality (TCEQ) decision to approve permits for the TexCom project and waste disposal injection wells;**

Jim Stinson, General Manager of The Woodlands Joint Powers Agency, provided an update to the Board regarding the TCEQ's decision and what is expected to take place in the near future. Board discussion followed. It was brought to the Board's attention that if needed, a special meeting of the Board might be called depending on the outcome of the TCEQ's final order.



**RETURN TO CONSENT AGENDA:**

**Receive and consider adoption of a resolution excluding annexed territory from the boundaries and taxing jurisdictions of overlapping Emergency Services Districts (ESD);**

Mike Page presented a summary of this item with a recommendation that the Board adopt the resolution and provide immediate notice to the ESDs. Board discussion followed. This item will be brought forward to the February 23, 2011 regular Board meeting for consideration and action under the Consent Agenda.

**Receive and consider adoption of a resolution removing the annexed territory from the boundaries and taxing jurisdiction of the Metropolitan Transit Authority (Metro);**

Mike Page presented a summary of this item with a recommendation that the Board adopt the resolution and provide immediate notice to Metro. Board discussion followed. This item will be brought forward to the February 23, 2011 regular Board meeting for consideration and action under the Consent Agenda.

**Receive and consider a Request for Proposal to provide design services for the renovation of Sawmill Park;**

John Powers presented a summary of this item with a recommendation that the Board accept the proposal from LJA Engineering, Inc. to provide design services for the renovation of Sawmill Park and authorize the President/General Manager to negotiate and execute a Professional Services agreement for services. Board discussion followed. Director Blair requested that this item be removed from the Consent Agenda and placed on the February 23, 2011 Regular Agenda for consideration and action.

**Receive and consider approval of proposed dates for budget meetings in connection with the development of the 2012 Operating Budget of The Woodlands Township;**

Monique Sharp presented a summary of this item with a recommendation that the Board approve the dates for budget meetings and public hearings related to the 2010 budget and 2011 property tax rate. Board discussion followed. Changes to the proposed calendar were requested. Ms. Sharp will present a revised calendar to the Board prior to consideration and action of this item under the Consent Agenda for the February 23, 2011 regular Board meeting.

**Note:** Following a five minute recess, the Board moved from the Consent Agenda to Regular Agenda item #8 to begin interviewing the governance planning consultants.

**Receive and consider interviews concerning governance planning consulting services;**

Karen Dempsey presented a summary of this item with a recommendation that the Board interview consultants at this meeting and then make a selection at the February 23, 2011 meeting and authorize the President/General Manager to execute a service agreement in connection therewith. Following Ms. Dempsey's comments, the consultants were introduced in the order of selection: H.R. Green, Knudson, and Partners for Strategic Action. Each consultant was then given ten minutes to make a presentation to the Board. A question and answer period followed each presentation. This item will be brought forward to the February 23, 2011 regular Board meeting for consideration and action under the Regular Agenda.

**Note:** Regular Agenda item #11 below was taken out of order.

**Receive and consider a report regarding the Bicycle Friendly Community application process;**



John Powers presented introductory comments and then called on Chris Nunes, Director of Parks and Recreation for The Woodlands Township, to provide additional information. Mr. Nunes presented a summary of this item with a recommendation that the Board determine if and when to submit an application for a Bicycle Friendly Community designation. Following Mr. Nunes' presentation, Ronald Keichline, a resident of The Woodlands, addressed the Board and expressed support of the Township applying for the Bicycle Friendly Community designation. Board discussion followed. This item will be brought forward to the February 23, 2011 regular Board meeting for consideration and action under the Regular Agenda.

**RETURN TO CONSENT AGENDA:**

**Receive and consider adoption of a supplemental election order appointing election officials and establishing compensation for same;**

Chairman Tough called on Mike Page to present this item. Mr. Page informed the Board that election officials have not yet been found. If officials are found by the February 23, 2011 regular Board meeting, a supplemental election order naming the election officials and setting their compensation will be presented to the Board for consideration and action. It was the decision of the Board to remove this item from the Consent Agenda and place it on the Regular Agenda for the February 23, 2011 regular Board meeting.

**Receive and consider a letter from Waste Management regarding proposed changes to The Woodlands Township's request for proposal process for waste collection and recycling services;**

John Powers presented a summary of this item with a recommendation from staff and RW Beck, consultant, that the Board not accept Waste Management's proposal and thus allow the normal proposal process to take place in order to determine the best outcome. Board discussion followed. This item will be brought forward to the February 23, 2011 regular Board meeting under the Consent Agenda.

**POTENTIAL REGULAR AGENDA:**

*This agenda consists of items that will be placed on the Regular Agenda at the next Board of Directors' Meeting.*

**Receive and consider a recommendation concerning law enforcement study consulting services;**

Karen Dempsey presented a summary of this item with a recommendation that the Board accept the proposal from Novak Consulting and Police Executive Research Forum (PERF)-Management Services Division for the Law Enforcement study for Phase I and Phase II to be completed in 2011 and authorize the President/General Manager to execute a Professional Services agreement in connection therewith. Board discussion followed. It was the decision of the Board to remove this item from the Regular Agenda and place it on the Consent Agenda for the February 23, 2011 regular Board meeting.

**Receive and consider a proposal from the Grogan's Mill Village Association regarding improvements to the pedestrian bridge across Grogan's Mill Road;**

John Powers presented a summary of this item with a recommendation that the Board direct staff to conduct more research on the issues involved and prepare a Request for Capital Asset for consideration during the 2011 Proposed Budget process. Board discussion followed with Director Blair offering the following revised recommendation: Direct staff to conduct more research on the issues involved, including ownership, transfer to the Township, measurement of usage, safety requirements, funding alternatives, renovation and removal. It was the decision of the Board to place this item on the Consent Agenda for the February 23, 2011 regular Board meeting.



**Receive and consider approval of an Order amending Order No. 014-10 imposing an events admission tax;**

Mike Page presented a summary of this item with a recommendation that the Board adopt the Order amending Order No. 014-10. Board discussion followed. It was the decision of the Board to place this item on the Consent Agenda for the February 23, 2011 regular Board meeting.

**Receive and consider an agreement between the Center for the Performing Arts at The Woodlands and The Woodlands Township relating to funding of cultural education events;**

Mike Page informed the Board that the agreement was not ready at the present time. Board discussion followed. It was the decision of the Board to keep this item on the Regular Agenda for the February 23, 2011 regular Board meeting for consideration and action.

**Receive and consider support of a resolution concerning legislation to mitigate the impact of the 2010 Census on state transportation funding;**

Miles McKinney presented a summary of this item with a recommendation that the Board adopt a Resolution in support of state legislation that would serve to provide necessary funding for transit services in The Woodlands Township. Board discussion followed. It was the decision of the Board to place this item on the Consent Agenda for the February 23, 2011 regular Board meeting.

**Discussion regarding changes approved by the Board in September 2010 to the committee system;**

There was no discussion of the item during this meeting. It was the decision of the Board to discuss this item at the February 23, 2011 regular Board meeting under the Regular Agenda.

**CLOSED MEETING (if applicable);**

**Recess at 11:44 a.m. to Executive Session to discuss matters relating to real property pursuant to §551.072, Texas Government Code; deliberation of economic development negotiations pursuant to §551.087, Texas Government Code; discuss personnel matters pursuant to §551.074, Texas Government Code; and to consult with The Woodlands Township's attorney concerning pending litigation pursuant to §551.071, Texas Government Code;**

**Reconvene in Public Session at 12:03 p.m.;**

Chairman Tough announced that it would be necessary to take action at this time on matters discussed in Executive Session.

**Receive and consider sale of the property located at 250 Harper's Landing Boulevard;**

There was no further discussion of this item. Chairman Tough then called for a motion and second to approve a lease and option agreement between The Woodlands Township and the Montgomery Hospital District and authorize the President/General Manager to execute the agreement on behalf of The Woodlands Township.

**MOTION:** Vice Chairman Matthews; second by Secretary Hunter

**VOTE:**       **Ayes:** Chairman Tough  
                      Vice Chairman Matthews

Secretary Hunter  
Treasurer Robb  
Director Blair  
Director Campbell

**Nays:** None

**Abstentions:** None

**Absent:** Director Hausman

**ACTION:** Motion passed unanimously.

**ADMINISTRATIVE REPORTS:**

**Community Services:** presented by John Powers

- "Watch Talk Wednesday" -February 23, 2011 guest speaker will be officer Joel Gordon who will discuss the Crime Stoppers program
- "Walk in the Woods Nature Lecture" January 27, 2011 at 7 p.m.-Learn to identify venomous snakes
- Good Neighbor Day is planned for the Village of Alden Bridge on N. Flickering Sun on Saturday, March 5 from 10-11:30 a.m.
- Spring Concert in the Park series at Northshore Park begins March 6-April 17, 2011 from 5:30-7:30 p.m.
- Integrated Forest Management Program to continue in 2011
- Clark Condon Associates has begun the sports fields, competitive swimming and parks, pools and amenities study
- Community Involvement Day planned for March 26, 2011 for the Cobble Hill neighborhood in the Village of Cochran's Crossing
- Clearing permit issued by CSC for a new office building on Technology Forest Drive
- Harvey Builders has cleared the pad site for Warmack Investments
- Clearing for the sports field expansion project of Alden Bridge Sports Park has begun
- Two replacement ½ ton pick-up trucks have been ordered for the Parks Department through the BuyBoard
- Greater Houston Pool Management received award of bid for the re-plaster and deck refurbishment of Harper's Landing pool
- Bids are being solicited for: playground equipment replacement for Chandler Creek Park; carpet replacement for the Parks, Recreation and Environmental Services offices

**Community Policing:** presented by Marian Leck

- MCSO staffing report: Sgt. Paul Cassidy-Community Policing Liaison; Deputy Mark Uber selected as the K-9 deputy
- Harris County Constable's Office-Precinct 4 Report: Deputy Constable Mike Ruby started on February 12, 2011
- Crime Status and Trends report: notable arrests; blotter information
- Equipment Status
- Police-Community Partnership update of programs and activities
- Overtime programs update

**The Woodlands Fire Department:** No report

**The Woodlands Convention & Visitors Bureau:** presented by Nick Wolda

- Update on Waterway Cruisers
- Report on retail activity
- Report on event schedule

- The Texas Travel Industry Association will be presenting an award to Texas State Representative Rob Eissler

**DISCUSS FUTURE AGENDA/ANNOUNCEMENTS:**

**Consideration of items to be placed on the agenda for next month's meeting:**

- None

**Board announcements:**

- None

**Public comment; and**

- No public comment

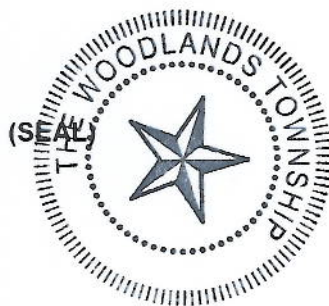
**Adjourn**


As there was no further business to discuss, Vice Chairman Matthews called for a motion and second to adjourn the meeting at 12:25 p.m.

**MOTION:** Motion by Treasurer Robb; second by Director Campbell

**VOTE:**      **Ayes:** Chairman Tough  
                  Vice Chairman Matthews  
                  Secretary Hunter  
                  Treasurer Robb  
                  Director Blair  
                  Director Campbell  
**Nays:** None  
**Abstentions:** None  
**Absent:** Director Hausman

**ACTION:** Motion passed unanimously.



  
**Claude Hunter**  
**Secretary, Board of Directors**



**EXHIBIT OMISSIONS\***

**EXHIBIT "A"**

**EXHIBIT "B"**

**EXHIBIT "C"**

**\*To view Exhibits, please contact the Records Management Analyst at 281-210-3800.**